

Using PALS for Online Data Entry

July 2018

Pinewood Nematology Samples

How do you access PALS (Public Access Laboratory System)?

Click on the link that says FIND YOUR REPORT (PALS).

<http://www.ncagr.gov/agronomi/PALS/>

The screenshot shows the website of the North Carolina Department of Agriculture & Consumer Services. The header includes the department's logo, name, a Google Custom Search bar, and a 'JOBS' link. The main navigation bar contains links for Home, Programs, Services, Divisions, Newsroom, and Contact. The main content area is titled 'Agronomic Services' and features a photograph of a building. To the left of the main content is a sidebar with 'Agronomic Services Highlights' including links to a newsletter, fertility manual, sample submission, fees, shipping labels, and soil testing fee. To the right is a 'Browse Division' sidebar with links to 'About the Division', 'Find Your Report (PALS)' (circled in red), 'Field Services', 'Nematode Assay', 'Plant Tissue Analysis', 'Soil Testing', 'Soilless Media Analysis', 'Solution Analysis', 'Waste/Compost Analysis', 'Agrotips', 'News Releases', and 'Publications'. Below the photograph is the PALS logo and a list of links: 'How to Use the Report Search Utility', 'Submit Soil & Nematode Samples Online', 'Manage My PALS Account', 'View My Report on PALS', and 'Pay for My Report on PALS'.

North Carolina Department of Agriculture & Consumer Services

Google Custom Search

JOBS

Home Programs Services Divisions Newsroom Contact

Agronomic Services

Agronomic Services Highlights

- [Agronomic Lab Newsletter](#)
- [Strawberry Fertility Manual](#)
- [Submitting Samples for Problem Diagnosis](#)
- [Fees & Sample Forms](#)
- [Bar-code Shipping Labels](#)
- [Peak-season Soil Testing Fee](#)
- [Dec. 1, 2016 - March 31, 2107](#)
- [Expedited Shippers for Sale](#)

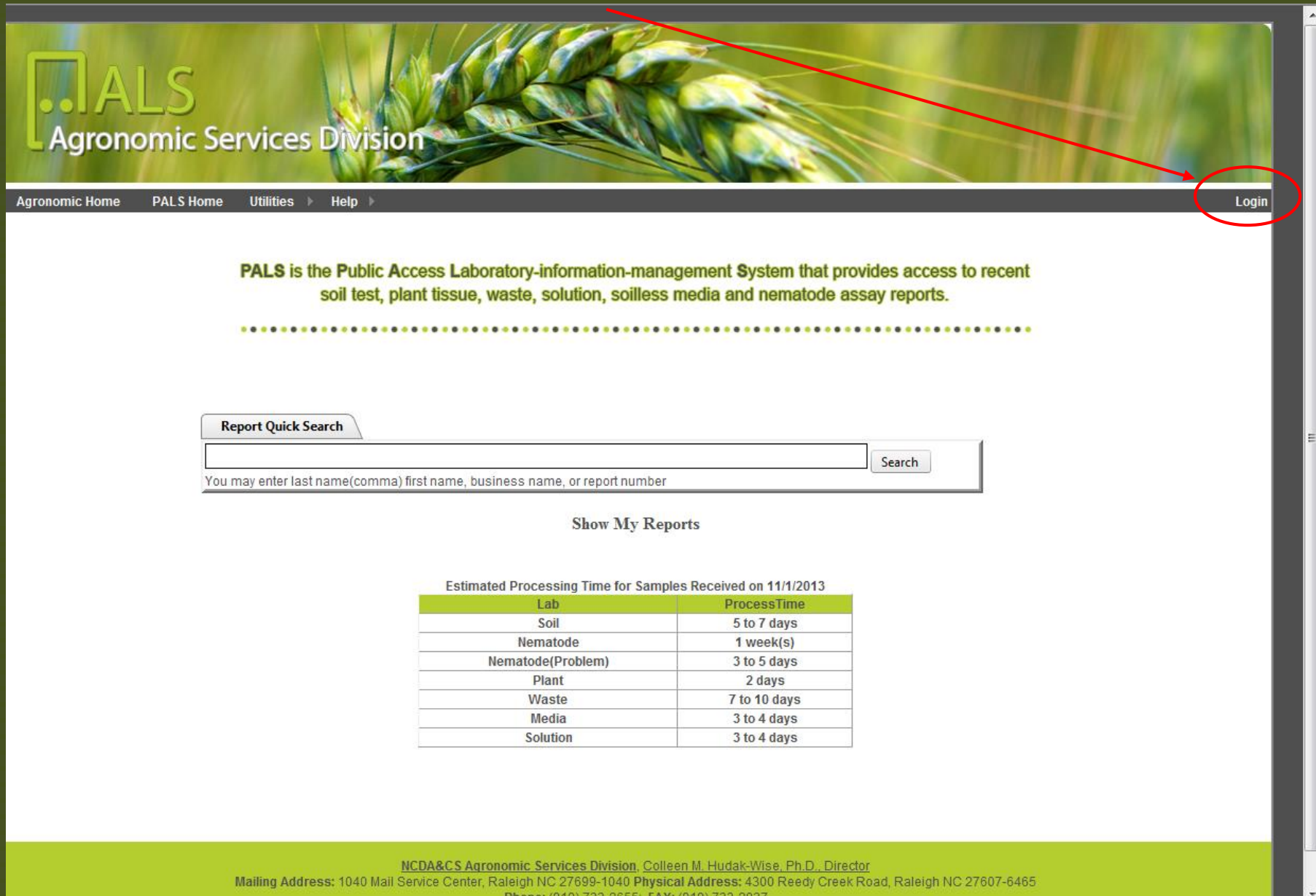
Browse Division

- [About the Division](#)
- [Find Your Report \(PALS\)](#)
- [Field Services](#)
- [Nematode Assay](#)
- [Plant Tissue Analysis](#)
- [Soil Testing](#)
- [Soilless Media Analysis](#)
- [Solution Analysis](#)
- [Waste/Compost Analysis](#)
- [Agrotips](#)
- [News Releases](#)
- [Publications](#)

PALS

- [How to Use the Report Search Utility](#)
- [Submit Soil & Nematode Samples Online](#)
- [Manage My PALS Account](#)
- [View My Report on PALS](#)
- [Pay for My Report on PALS](#)

If you want to do online data entry and pay for samples using a credit card, then you need to log in.



ALS
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

PALS is the Public Access Laboratory-information-management System that provides access to recent soil test, plant tissue, waste, solution, soilless media and nematode assay reports.

.....

Report Quick Search

You may enter last name(comma) first name, business name, or report number

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655 FAX: (919) 733-2837

Login

Log In

Email Address:

Password:

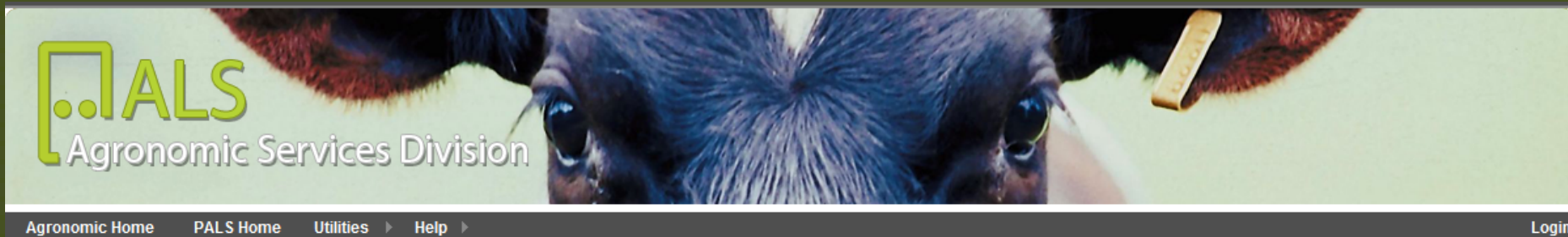
Don't have an account? [Create one!](#)

[Forgot Your Password?](#)

To set up a new account, click here. →

For returning PALS customers, your email address is your user name. You will need to type in your password and click **Log in**.

This is the screen that you would use to create a new PALS account.



Sign Up for Your New PALS Account

E-mail:

Password:

Confirm Password:



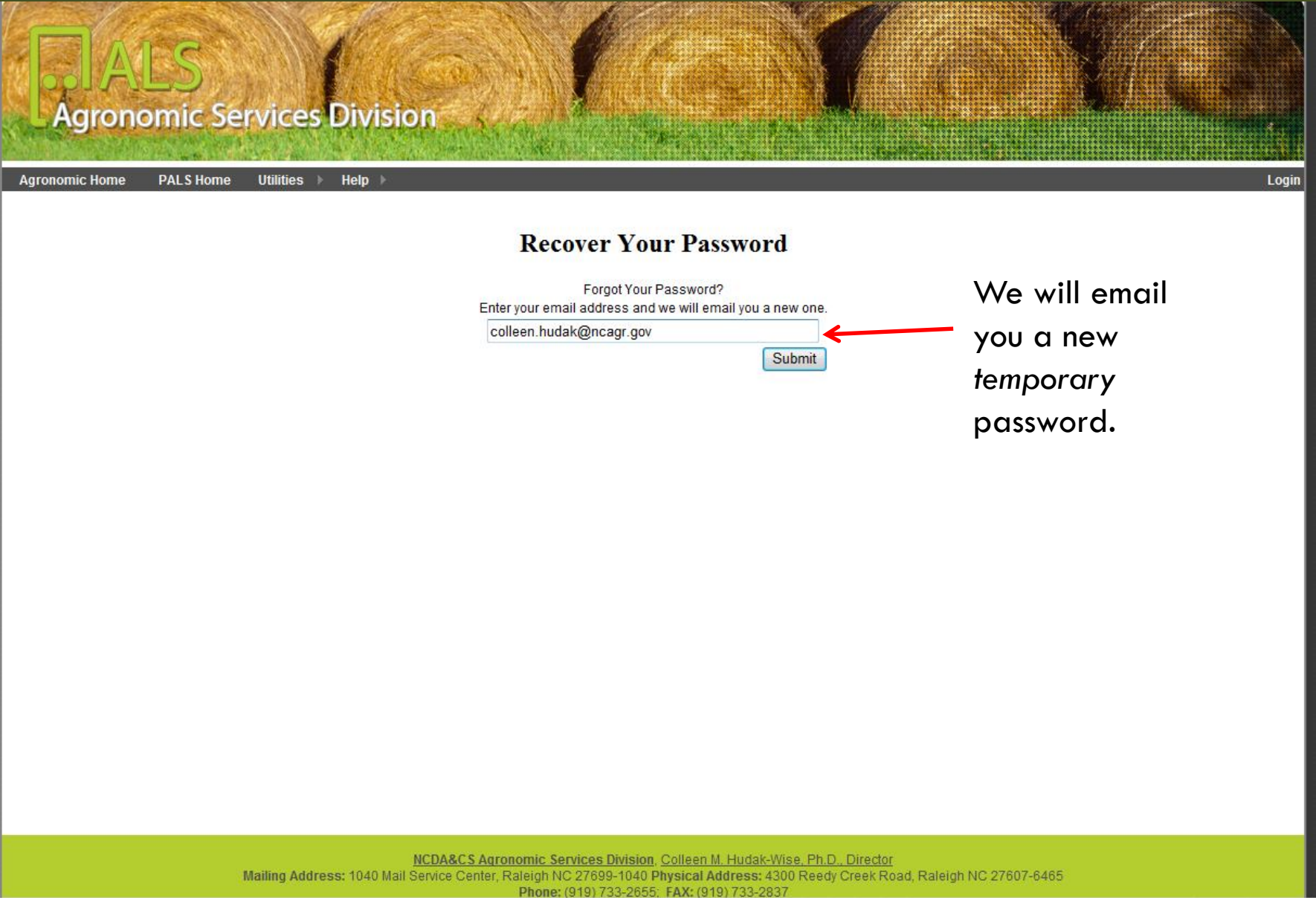
Anyone can create a PALS account if they have a valid e-mail address.

This is the screen that you will see after your PALS account has been created.



You're not done. You still need to go to your email to activate your account.

This is the screen that you should use if you forget your password.



The screenshot shows a web page for the ALS Agronomic Services Division. The header features a banner with hay bales and the ALS logo. Below the banner is a navigation bar with links: Agronomic Home, PALS Home, Utilities, and Help. A Login link is located in the top right corner. The main content area is titled "Recover Your Password" and includes a "Forgot Your Password?" link. Below this, a text prompt asks the user to enter their email address. A text input field contains the email "colleen.hudak@ncagr.gov". A red arrow points from the text "We will email you a new temporary password." to the input field. A "Submit" button is located to the right of the input field. The footer contains contact information for the NCDA&CS Agronomic Services Division, including the name of the director, mailing address, phone number, and fax number.

ALS
Agronomic Services Division

[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) [Login](#)

Recover Your Password

[Forgot Your Password?](#)
Enter your email address and we will email you a new one.

We will email you a new temporary password.

NCDA&CS Agronomic Services Division, Colleen M. Hudak-Wise, Ph.D., Director
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040 Physical Address: 4300 Reedy Creek Road, Raleigh NC 27607-6465
Phone: (919) 733-2655; FAX: (919) 733-2837

To submit samples online, first you will need to login. You will be redirected back to the PALS homepage.

Choose
Submit
Samples
Online from
the Utilities
drop down
menu.

Report Quick Search

You may enter last name(comma) first name, business name, or report number

Search

Show My Reports

Estimated Processing Time for Samples Received on 11/1/2013

Lab	ProcessTime
Soil	5 to 7 days
Nematode	1 week(s)
Nematode(Problem)	3 to 5 days
Plant	2 days
Waste	7 to 10 days
Media	3 to 4 days
Solution	3 to 4 days

Be sure to
log in before
trying to do
online
submission.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov [Logout]
CustomerID: 290840

Submission Type Information

NOTE: At the current time, online submission is only available for Soil samples ([Predictive](#) and [Diagnostic](#)) and Nematode samples ([Predictive](#) and [Pine Wood](#)) and requires online payment by credit card (Visa or Master

Lab: ☐ Soil ☐ Plant ☐ Waste ☐ Solution ☐ Media ☒ Nematology
Submission Type: ☒ Predictive ☐ Pinewood ☐ Diagnostic ☐ Regulatory

1. Click on the
Nematology button.

2. Choose **Pinewood**

Next

3. Click **Next**.

** Do not proceed with online submission if you have already submitted your samples or do not wish to use a credit card for payment of samples. **

Important. Don't use online data entry if

- you have already sent your samples to us
- you can't print a sample information (submission) form OR
- you don't want to pay for samples online using a credit card.

[Consultants Click Here](#)
[Add Consultant to Report](#)

Grower Information

First name:

Last name:

Business:

Address:

City:

State: Zip:

Phone:

Email:

5. Click Add Consultant if a phytosanitary certificate is needed.

This is the exporter's information and cannot be changed.

Sampled In

State: County:

Number of Samples: [Maximum 180 Samples]

Farm ID:

Layer ID:

Sample Date:

NOTE: If test results are intended to support issuance of a phytosanitary certificate, add USDA APHIS PPQ officer as a consultant.

1. Select the state and county where the samples were collected.
2. Enter Farm ID (Use this field to add shipment tracking ID)
3. Choose Sample Date
4. Enter the number of samples.

**Nematode
Pinewood**

[Consultants Click Here](#)
[Remove Consultant](#)

Grower Information

First name:
Last name:
Business:
Address:
City:
State:
Phone:
Email:

Add Consultant

Please enter last name (comma) first name to look up the
Consultant you are adding.

If you are unable to find your consultant, please call us and let us know. (919) 733-2655

Sampled In

State:

County:

Number of Samples: [Maximum 180 Samples]

Farm ID:

Sample Date:

Layer ID:

NOTE: If test results are intended to support issuance of a
phytosanitary certificate, add USDA APHIS PPQ officer as a consultant.

Process

Use this text box to
locate the consultant
that you want to add.

Click Process button
once consultant has
been added.

This screen is where you enter information about your individual samples. The grid is generated based on the number of samples entered on the previous page.

[Consultants Click Here](#)

[Remove Consultant](#)

Grower Information

First name:
Last name:
Address:
City:
State: Zip:
Phone:
Email:

Add Consultant

Please enter last name(comma) first name to look up the consultant you are adding.

Sampled In

State:

County:

Farm ID:

Sample Date:

Number of Samples: [Maximum 180 Samples]

Layer ID:

Nematode Sample Details

Fields marked with an * are required. Upload Status:

No.	Sample ID	Current Crop	Last Crop	Cascade
1	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
2	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
3	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>
4	<input type="text" value=""/> *	pine <input type="text" value=""/> *	pine <input type="text" value=""/>	<input type="button" value=""/>

Comments (Please provide any other pertinent information)

1. Enter a sample ID for each sample.

2. Click on Submit Samples

If your submission is successful, you will be taken to this screen called My Submission Cart.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#)

Welcome back,
colleen.hudak@ncagr.gov [Logout]
PALS #: 290840

You can edit
or delete
your
submission
here.

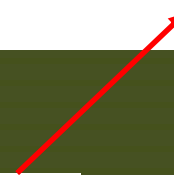


	SubmissionID	Grower	SubmissionType	SampledIn	Samples	Total
Edit Delete	19391	Hudak-Wise, Colleen	Nematode - Pine Wood	OUT OF STATE	4	\$80.00
Create another Submission						

Grand Total: \$80.00

☒ Pay with Credit Card

[Check Out](#)



When you are
ready to **check out**,
click here.


When you check out, you will be redirected to a secure credit card payment site called PayPoint.

Payment Method

* Indicates required field

Choose method of payment

☒ **Pay by credit card**



If you have questions, call us at 919-733-2655.

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All trademarks, service marks and trade names used in this material are the property of their respective owners.

Powered by PayPoint®

To proceed with credit card payment, click on **Next**.

The billing address and the payment amount should be pre-populated based on information that you have already provided.

indicates required field

Billing Address

*First Name: Colleen
M.I.:
*Last Name: Hudak-Wise
Street Line 1: 1009 Sawmill Rd
Street Line 2:
City: Raleigh
State: North Carolina
Zip: 27615
Phone: (919) 673-4097
E-Mail: colleen.hudak@ncagr.gov

Payment Details

*Payment Amount: 48.00 USD

Payment Method

*Name on Card: Colleen Hudak-Wise
*Card Number: 5233272716340016
*Expiration Date: * Month 04 * Year 2015
* Enter the above code: D1I2K
[Can't read? Try a different code.](#)

Back Next Exit

If you have questions, call us at 919-733-2655.

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PALS will not save your credit card information.

1. Fill out this information on Payment Method.

2. Click on **Next** to proceed with payment.



Payment Review

Address
Billing Address: Colleen Hudak-Wise 1009 Sawmill Rd Raleigh, NC 27615 (919) 673-4097 colleen.hudak@ncagr.gov
Payment Method
Credit Card  Colleen Hudak-Wise x0016 04/15
Payment Amount
Amount: 48.00 USD
Total: 48.00 USD
Back Pay Now Exit

Verify information is correct, then
click **Pay Now**.



If you have questions, call us at 919-733-2655.

This is the Confirmation Page that you will see whenever you have used a credit card to pay for fees.



[Agronomic Home](#) [PALS Home](#) [Utilities](#) [Help](#) ▶

Welcome back,
colleen.hudak@ncagr.gov ~~~~~ [Logout]
CustomerID: 290840

Amount Due: \$18.00
Amount Paid: \$18.00
Confirmation Number: 16093003048968

Please print Sample Information Form(s) and include them with your samples.

You're not done! You will need to print the Sample Information Submission Form. Click here.

If your sample information form does not automatically open, then please check your pop-up blocker and click the link below.

→ [Print/View Sample Information Submission Form](#)

Submissions included in this transaction:

Submission ID: 5510 - Total Fee: \$9.00

Submission ID: 7428 - Total Fee: \$9.00

A receipt has been sent to you by your email address:
colleen.hudak@ncagr.gov

This form with a submission ID will be prepared for you. Send this form with the samples!

Form ADS (July 2018)

SAMPLE TYPE

Check one below

(Check one below)

NEMATODE PROBLEM-DIAGNOSIS INFORMATION

NCDA&CS Agronomic Division Nematode Assay Section
Mailing Address: 1040 Mail Service Center, Raleigh NC 27699-1040
Physical Address (UPS/FedEx): 4300 Reedy Creek Road, Raleigh NC 27607
Phone: (919) 733-2655 Web Address: www.ncagr.gov/agronomi

Submission ID. 5510

FOR OFFICE USE ONLY

REPORT #

DATE REC'D

INITIAL



SAMPLE INFORMATION

PAYMENT

GROWER INFORMATION (please print)

CONSULTANT/OTHER RECIPIENT

FARM ID Use it for tracking this report		FEE TOTAL _____ AMT PAID _____		LAST NAME _____ FIRST NAME _____ BUSINESS NAME _____		LAST NAME _____ FIRST NAME _____ BUSINESS NAME _____	
SAMPLED BY <input type="checkbox"/> Grower <input type="checkbox"/> NCDA&CS Agronomist <input checked="" type="checkbox"/> Advisor <input type="checkbox"/> Coop. Ext. Agent		METHOD OF PAYMENT <input type="checkbox"/> CASH <input type="checkbox"/> CHECK (payable to NCDA&CS) <input type="checkbox"/> MONEY ORDER <input type="checkbox"/> ESCROW (provide account name below)		ADDRESS Exporter's contact and email		ADDRESS APHIS' contact and email	
SAMPLE DATE _____				CITY _____ STATE _____ ZIP _____		CITY _____ STATE _____ ZIP _____	
COUNTY _____ STATE _____ (where collected)				PHONE (____) _____ - _____		PHONE (____) _____ - _____	
NUMBER OF SAMPLES _____		Put exporter's escrow account name		E-MAIL _____ <input type="checkbox"/> Do Not notify me when report is available.		E-MAIL _____ <input type="checkbox"/> Do Not notify me when report is available.	

FIELD HISTORY

No. of Plots	LAB NUMBER (leave blank)	SAMPLE ID (5 characters only)	CURRENT CROP (Include variety, if known)	CROP LAST YEAR (Include variety, if known)	NEMATICIDE APPLIED LAST YEAR	SOIL TYPE	PLANT APPEARANCE (check any that apply)				SYMPTOM DISTRIBUTION		
							Normal	Stunted	Yellow	Dead	Entire	Patches	
1		ID	Pine	Pine	Leave the other fields blank								
2		ID	Pine	Pine									
3		ID	Pine	Pine									
4		ID	Pine	Pine									
5		ID	Pine	Pine									
6		ID	Pine	Pine									

Thank you for using agronomic services to manage nutrients and safeguard environmental quality. — Steve Troxler, Commissioner of Agriculture

Following your online submission, you will receive an e-mail from us.

PLEASE DO NOT REPLY TO THIS E-MAIL.

If you reply to this e-mail, your reply will *NOT* be read.

Instead, please contact the NCDA&CS Agronomic Division at 919-733-2655 if you have questions.

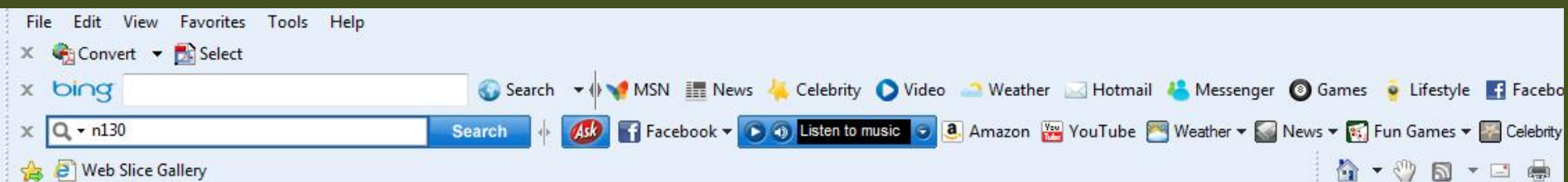
This is an e-mail receipt for successfully submitting agronomic sample information online through PALS for Submission ID(s) Submission ID: 5510 - Total Fee: \$9.00

Depending on when your sample information was submitted, you may or may not have been charged a fee. However, your actual cost will be depend on any fees in effect at the time your samples arrive at the laboratory. If additional payment is required, then you will be billed, and you will not be able to access your report until payment is complete.

Access report on-line: <http://www.ncagr.gov/agronomi/PALS/Index.aspx>

Type your name as grower (exporter) or advisor (USDA/APHIS/PPQ)

Use the same name in information sheet, no password is required



NCDA&CS Agronomic Division

PALS Home Reports Samples Help Log in

Report Search Result for Daewoo GTL

Customer: Daewoo GTL

12750 Center Court DR #460

Cerritos

☒ Client ☐ Advisor ☐ Agronomist

From: 2011 To: 2013

39 report(s) found.

[Download CSV](#)

[Download XML](#)

Fiscal Year	Report	Lab	Report Type	Status	Status Date	Farm ID	Number of Samples	PDF File	Spreadsheet	<input type="checkbox"/> Select All
2013	N001009	Nemato...	Pine Wood	Released	2012/10/29	ILM-T2-2012	4	New Report!	Download Data	<input type="checkbox"/>
2013	N001008	Nemato...	Pine Wood	Released	2012/10/29	ILM-T2-2012	25	New Report!	Download Data	<input type="checkbox"/>
2013	N000798	Nemato...	Pine Wood	Released	2012/10/11	SAA 016	4	View Report	Download Data	<input type="checkbox"/>
2013	N000797	Nemato...	Pine Wood	Released	2012/10/11	ILM S2 2012	14	View Report	Download Data	<input type="checkbox"/>

Pine wood sample shipment

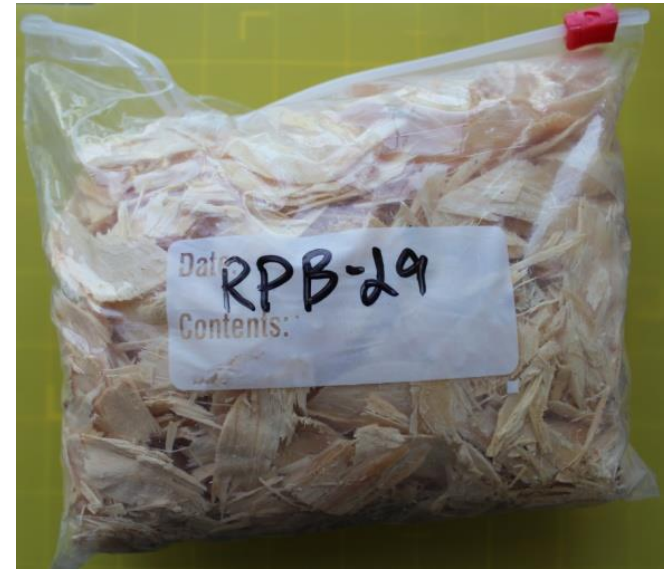
At least 200g per sample (no more than 300g)
Put a wet paper towel inside the bag to keep the moisture
Using one gallon ziploc bag

Pine wood nematode assay fee:

\$10 per sample in-state (North Carolina)

\$20 per sample out-of-state

- Print on-line submission form, place in a plastic bag, and put in the shipment box with the samples. Do not put the sheet with the sample in the same bag.
- Ship the samples on the same day when samples are collected. Use express mail overnight service.
- Leave the samples indoor, keep moisture, avoid heat.
- Only live nematodes can be detected in the lab.



Shipping address:

Dr. Weimin Ye

Nematode Lab, Agronomic Division,
North Carolina Department of Agriculture & Consumer
Services

Physical Address: 4300 Reedy Creek Road, Raleigh, NC
27607-6465

Weimin.Ye@ncagr.gov

<http://www.ncagr.gov/agronomi/nemhome.htm>



Warning: Do not use Mailing Address: 1040 Mail Service Center, Raleigh, NC 27699-1040. This is in a different location. Any shipment received after 10am will be delivered to our lab the next day. We do not receive mail on the weekend and holiday.



Thank You!

If you have any questions, please call the Agronomic Division at 919-733-2655 and ask for assistance.